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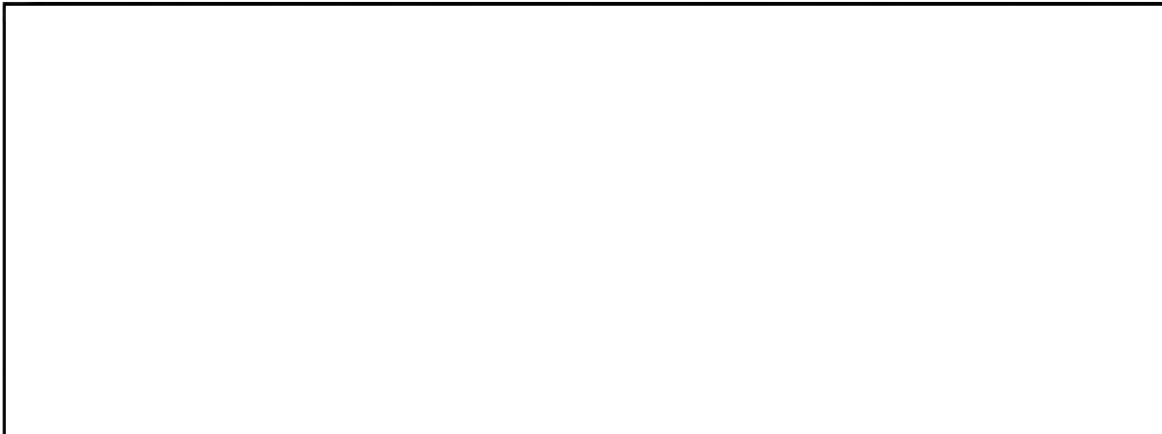
DD/S 73-0058

4 JAN 1973

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Significant Activities during the Period
21 December 1972 - 4 January 1973

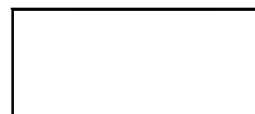
The following Support Directorate events which were reported during your recent absence from Headquarters may be of interest to you:



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29 Dec 72

Karen P.

Pls make a change on the "Black Book" memo
I gave to you. The due date from the offices should
be noon, 3 January (instead of COB, 4 January).
The memo needs to be prepared by COB, 4 January.

Karen G.

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LDP will be on leave 2-5 January, so the gathering together of these responses will be up to you. Final typing should be done by 5 Jan.

DD/S 72-4759

27 Dec 72

for background

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : "Black Book" Topics for the Director

The Director departed Washington on 21 December 1972. He is expected to return to Headquarters on 8 January 1973. Please submit to the DD/S by COB 4 January, those items you consider appropriate to include in the "Black Book" to be prepared for Mr. Helms. Negative replies are acceptable by telephone

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Executive Officer to the
Deputy Director for Support

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EO-DD/S:LDP:kmg (27 Dec 72)

Distribution:

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CC ✓
CF Neg.
CP Neg.
CS ✓
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OMS ✓
CL ✓

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CC/M-72 823

MEMORANDUM FOR: Executive Officer, DD/S

SUBJECT : "Black Book" Topic for the Director

REFERENCE : Your Memorandum, dated 27 December 1972,
Same Subject

The following item is submitted for possible inclusion
in the "Black Book" to be prepared for Mr. Helms.



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Executive Assistant, OC

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2 January 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly and Interim Reporting
of Significant Activities

REFERENCE : DD/S Administrative Instruction No. 65-7

1. This memorandum is for information only.
2. Pursuant to instructions in referenced DD/S Administrative Instruction, the Weekly Report on significant activities of the Office of Security for the week ending 29 December 1972 is submitted herewith.


Howard J. Osborn
Director of Security

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Attachment


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3 January 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : "Black Book" Topics for the Director

REFERENCE : Memorandum from EO/DDS, dated 27 Dec 72, subject as above

As requested, the following item is suggested for consideration for inclusion in the "Black Book" to be prepared for the DCI to cover the period of his recent absence.

The Support Division, OMS, at the request of the WH Division on 29 December 1972 provided ten (10) individual-type medical kits and twelve (12) family-type medical kits for immediate shipment [redacted] for use of station personnel.

[redacted]

JOHN R. TIETJEN, M.D.
Director of Medical Services

31 December 1981

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of
The Downtown Jaycees
of
WASHINGTON, D. C.

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SUITE 336
815 15th STREET, N.W.
WASHINGTON, D.C. 200
(202) 347-2100

November 28, 1972

Honorable Richard M. Helms
Director
Central Intelligence Agency

Dear Mr. Helms:

The Downtown Chapter of the District of Columbia Jaycees takes great pleasure in announcing the 25th annual Arthur S. Flemming Awards Program to honor the Ten Outstanding Young Men in the Federal Government.

All agencies are invited to submit nominations for the two categories in the Program: scientific and administrative. These categories should be given a sufficiently broad interpretation, so that any qualified employee will be eligible. Specifically, administrative nominees should have demonstrated exceptional capabilities and performance in a field, such as, personnel, labor or law. Primary attention is given to the ability to formulate, organize, coordinate and direct the activities of others. A scientific nominee should have demonstrated exceptional capability and performance in his field, whether by carrying out research, applying technical skills, or by active administration and participation in projects under his supervision.

The nominations close on December 31, 1972. A panel of civic and scientific leaders will screen them to select the ten top nominees in each category. These twenty semi-finalists will then be presented to the Panel of Judges which will select the Ten Outstanding Young Men in the Federal Government for 1972.

The nomination forms have already been distributed to all agencies. A copy of the announcement brochure is enclosed for your information. We hope to receive many nominations from your Agency, and invite your interest and participation in this Program.

Sincerely,

Walter W. Draut

Walter W. Draut
Nominations Chairman

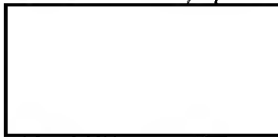
26 December 1973

NOTE FOR THE RECORD

SUBJECT: Agency Newsletter

Although approved by the Management Committee, the Agency Newsletter proposal as submitted in DD/M&S 73-1766 dated 21 May 1973 should not be implemented. A subsequent proposal for a newsletter has already been adopted and the initial edition edited and sent to the field.

DD/M&S was briefed on the above and concurred that the attached proposal has been overtaken by events.



LDP

Att

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